

Virginia Wireless E-911 Services Board

Project Management Monthly Activity Report

Vendor: L. Robert Kimball & Associates, Inc.
 Region/Locality: Northern Neck / Middle Peninsula
 Period: 27 Julu 02 - 30 August 02

Activity Report					
Task	Locality	% Complete	Total Hours	Hours this period	Comments
Active Tasks					
PSAP / CPE Assessment	Region	30%	229	87.5	Initial surveys conducted, 11 PSAPs
LEC / WSP Contact & Coordination	Region	10%	29.5		Initial coordination contacts & requests
Phase 1 Request Letters	Region	10%	22.75	22.75	Initial status check w/PSAPs complete.
Cost Recovery Submission	Region				
Review Service Agreements & NDA	Region				
Trunk Sizing & Ordering	Region	20%	72	72	PSAP assessments conducted at all.
PSAP Strategic Planning / Stakeholder Coordination	Region	10%	37		Regional Coordination / Planning
Cell Sector Routing	Region				
Wireless Trunks / CPE Installation Oversight	Region				
Coordinate Phase 1 Service Implementation	Region				
Project Status Reports to PSAPs	Region	5%	8	1	Regional Status Updates / Mtgs
Project Status Reports to Wireless Board	Region	10%	91.25	91.25	Monthly reports submitted.
Coordinate Phase 1 Call Processing Training	Region				
Coordinate Phase 1 Testing / Cutover	Region				
True-Up Preparation Assistance	Region	20%	59.5	56.5	Initial data gathering
			549	331	
Completed Tasks					
			0	0	

Issues of Importance		
Issue	Actions Proposed to Resolve Issue	Comments
Westmoreland Co. re-joined region in selection of Kimball as Project Management firm for Wireless support.	Submit change order request for the PO from the Wireless Board authorizing Phase 1 hours.	Request was submitted week of 5 August 02.
Region approved Phase 2 scope of services.	Region to submit Scope to state within month of September	Approval of Phase 2 Scope will permit initial efforts on Ph. 2 tasks.